

**DEPARTMENT OF STATE TREASURER
INVESTMENT MANAGEMENT DIVISION
CREDIT**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of State Treasurer and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of State Treasurer hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records.

The Department of State Treasurer and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of State Treasurer agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The Department of State Treasurer agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

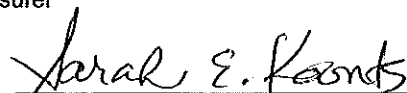
APPROVAL RECOMMENDED



Sandra Johnson, Chief Records Officer
Department of State Treasurer



Kevin SigRist, Chief Investment Officer
Investment Management Division



Sarah E. Koonts, Director
Division of Archives and Records



Janet Cowell, State Treasurer
Department of State Treasurer

APPROVED



Susan W. Kluttz, Secretary
Department of Cultural Resources

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ITEM 50261. DUE DILIGENCE FILE. Records in paper and electronic formats, including e-mail, concerning fund research. File includes information regarding the selection process of external investment manager and any consultant retained by the State, staff travel records, correspondence, quarterly performance measurements by staff, and reference copies of investment positions. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 50262. PERFORMANCE REVIEW FILE. Records concerning the performance of investments. File includes transactions activity reports, covered call options reports, approved list, and other performance reports.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends if no litigation, claim, audit or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 50263. SECTION CORRESPONDENCE FILE. Correspondence in paper and electronic formats, including e-mail, from financial institutions sent to the Credit Director concerning section and topics of interest such as credit, and responses prepared by the Credit Director. File also includes staff travel information, electronic activity reports, Credit Holdings table, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

ITEM 50264. FUND CONTRACTS FILE. Contractual documents written by an authorized official concerning credit. File includes contracts, amendments, side letters, and other related records. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of account numbers for electronic payment.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after partnership ends if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

ITEM 50265. ANNUAL MEETING DOCUMENTS (REFERENCE) FILE. Reference copies of records concerning the Fund Manager. File includes documents and reports disseminated at Annual Meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 50266. PRESENTATION FILE. Records concerning fund investments. File includes presentation documents by existing and potential Fund Managers to Department of State Treasurer staff.

DISPOSITION INSTRUCTIONS: Destroy in office presentations from Fund Managers not selected after 2 years. Destroy in office presentations from selected Fund Managers 5 years after termination of contract.

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ITEM 50267. INVESTMENT ADVISORY COMMITTEE DOCUMENTS FILE. Records concerning the Investment Advisory Committee File includes original and reference copies of Fund Manager documents such as performance charts and letters, and reference copies of reports disseminated at Investment Advisory Committee Meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 50268. ANNUAL REPORTS (REFERENCE) FILE. Reference copies of annual records concerning Fund Manager's annual financial condition.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of contract or partnership if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.